

# Operations: Supervisor, Operations

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Responsible for all or a major portion of processing operations in a plant. Responsible for production operations, maintenance, plant engineering, safety, quality control, scheduling, accounting and personnel. Promotes good relations with community, government agencies, customers and union representatives. May conduct or participate in labor negotiations and administer wage, salary and bonus programs in accordance with corporate policies.

## **Management Role**

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

## **Policy and Strategy**

Directs daily operations of work area.

## **Freedom to Act**

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

## **Impact**

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

## **Liaison**

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

## **Operations Involvement/Direct Work Involvement**

Manages production personnel to meet production schedules in a high quality and efficient manner. Insures proper documentation is in use on production floor. Meets all company, safety and environmental and good housekeeping guidelines. Participates in the training and development of hourly employees. Initiation and follow-up of all personnel activities to include performance reviews and counseling. Maintain accurate floor inventory. Control scrap and excess material to acceptable levels. Ensure all personnel comply with security regulations as set forth by the FSO and Security Officer. Other duties as specified by authorized company representatives. Maintains schedules and delivery promises according to the master schedule.

## **Minimum Education and Experience**

Bachelor's Degree in Business or a related field and 5+ years of diverse professional experience in all areas of which may include 1+ years of previous lead or supervisory responsibilities.